

Monday, March 5, 2012 - 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena, Member; and Beatriz Sosa, Member.

AGENDA

1. Request to approve the minutes of the February 2012 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received February 2012.

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|-----------------------|--------------------------------|
| 1. Maria E. Lopez | Education & Community Services |
| 2. Madelyne Amador | Police Department |
| 3. Marlon F. Espinosa | Police Department |
| 4. Giovanni Fuente | Police Department |
| 5. Julian Guerra | Police Department |

3. Report of **Leave Without Pay** List for February 2012.
4. Report of Civil Service **Appointments** for February 2012. NONE
5. Report of Civil Service **Resignations** for February 2012.
6. Report of **Maternal/Paternal Leave** for February 2012.
 1. Liuby Garcia Police Department
 2. Aileen Perez Police Department
 3. Monica Plascencia Police Department
7. Report of **Leave of Absence** for February 2012. NONE

8. Request to conduct a civil service examination for the position of **Administrative Aide to Department/Division - Gelien Perez** with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached. (No eligibility list on file.)

Confidential - Range 28 - \$876 - \$1765 Bi-weekly

9. Request for **Name Clearing Hearing** for **Frank Gonzalez**.

10. Request to **Appear before the Personnel Board** by **Frank Gonzalez**.

11. Request to hear **Unfinished Business**.

12. Request to hear **New Business**.

NEXT PERSONNEL BOARD MEETING: "April 2, 2012"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.